

WESTPAC THIRD PARTY ACCESSS AUTHORITY

Managed File Transfer Form

To avoid the processing of your application being delayed or rejected by Westpac, please ensure the following: -

- Please scan the original back in a .pdf format (note that Westpac does not accept photographs of the forms)
- Westpac do not accept digitally signed forms
- Section "F" is completed correctly and in accordance with the Account Mandate held by them

Also

Westpac requires us to hold an original copy, so please also post back to:

- PaySauce, PO Box 30433, Lower Hutt 5040.

The approval process usually takes about 2 days from the date your application is submitted to Westpac



Third Party Access Authority

Complete this form each time an Organisation or Individual wishes to grant or remove access to its accounts.

A. Authorised Third Party Service Provider

This authority (the "Authority") authorises the Third Party Service Provider named below (including its authorised officers and representatives and third parties nominated by the third party service provider from time to time) (the "Third Party Service Provider") to receive data about, or in connection with, or to provide instructions to operate the accounts listed in section C via the Payment Application Interface ("PAI") or by whatever other means is considered appropriate by Westpac. Full name of Third Party Service Provider that is being granted access to data about the organisation's accounts and services or is being authorised to operate the accounts listed below.

PaySauce Limited trading as PaySauce

B. Account Owner(s) Details

Customer Name Date DD / MM / YYYY

Nature of Business

Address NUMBER & STREET SUBURB

TOWN/CITY POSTCODE

Postal address (if different from above) NUMBER & STREET SUBURB

TOWN/CITY POSTCODE

Contact Number Fax

Email

C. Account Details

Please note if more accounts need to be added, please add them on a copy of this page.

This authority will authorise the Third Party Service Provider named in Section A above to access data about, or in connection with, or provide instructions to operate the below accounts as per specified terms. (List the details of the account(s) being granted access to). Note: If more accounts need to be added, please add them on a copy of this page.

Transaction accounts

Account Number

0	3																		
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D. Account Owner Declaration

Account Owner(s) acknowledge and agree that:

- Westpac New Zealand Limited ("Westpac") and each of its related companies are authorised to act upon all instructions to operate, and requests to make disclosure of account information, received from the Third Party Service Provider on your Accounts listed in Section C of this Authority via PAI or any other means considered appropriate by Westpac;
- Westpac is authorised to treat any instruction, effected via PAI or by any other means by the Third Party Service Provider, on your Accounts listed in this Authority, as an instruction that is to be undertaken with your Authority without Westpac being required to verify your authority in any case;
- Westpac is not required to check the accuracy of any instructions, requests or notifications received from or sent by PAI on your Accounts;
- The Account Owner(s) release Westpac and each of its related companies from all actions, suits, proceedings, claims, costs and demands that may be made, brought or incurred by or against Westpac or any of its related companies arising from any unauthorised or incorrect instructions via PAI on your Accounts carried out in reliance on this authority;
- Westpac shall not, subject to any prohibition or limitation imposed by law, be liable for delays, non-performance, failure to perform, processing errors or any other matter or thing arising out of this authority or by any agreement between Westpac and the Third Party Service Provider, which occurs due to any actions of the Third Party Service Provider or for reasons beyond the control of Westpac, nor will any liability of Westpac include or extend to any special or consequential loss or damage suffered by the Account Owner(s) or loss of profits;
- The Account Owner(s) warrant that they have duly obtained all corporate authorisations necessary to enter into this document and are not prevented by law (including the Companies Act 1993) from executing and granting the authority given by this form (or any transactions contemplated by the exercise of it);
- The Account Owner(s) have duly given authority to the Third Party Service Provider to appoint employees of the Third Party Service Provider to access the Accounts named in this authority in accordance with the terms of this authority; and
- This authority is in addition to, and not in substitution for, any other notice provided to Westpac concerning the operations on any account held by the Account Owner(s). Amendments to other authorities that the Account Owner(s) may have with Westpac now or in the future shall not affect this authority which is to continue in full force and effect until Westpac receives a written notice of cancellation of this authority.
- No agency, partnership, joint venture or any other type of similar relationship exists between Westpac and the Third Party Service Provider and Westpac accepts no responsibility for the actions, omissions, fraud or negligence of the Third Party Service Provider or any other third party.
- Westpac may decide at any time, at its sole discretion, to discontinue the provision of account information to or accepting instructions from the Third Party Service Provider without prior notice.
- The Account Owner(s) agree to indemnify and keep Westpac indemnified from and against all proceedings, costs, damages, claims, demands or losses whatsoever (including costs, damages, claims, demands or losses resulting from any claims from a third party), which result from Westpac relying upon or accepting instructions under this authority.
- Westpac's role is limited to that of acting on instructions provided by the Third Party Service Provider. Westpac will not be liable for any changes made to the instruction by the Third Party Service Provider, or any failure of the Third Party Service Provider to provide any instruction to Westpac;
- Any revocation of this authority by the Account Owner(s) will not take effect until 48 hours after the written notice of revocation is received by Westpac from the Account Owner(s).

E. Privacy Statement The personal information we collect on this form will be used by us to provide you with the New Zealand Direct Entry service, to enable the Third Party Service Provider to have access to your accounts and provide on-going administration of the service. If you do not provide us the information requested on this form, we may not be able to provide you with this service.

This information may be disclosed to other members of the Westpac Group (which means Westpac New Zealand Limited and its related bodies corporate which include but are not limited to Westpac Banking Corporation) service providers who do things on our behalf (eg processing bureau), or to other third parties where it is required or allowed by law or where you have otherwise consented.

You have the right to access and correct your personal information held by Westpac subject to the provisions of the Privacy Act 1993. Westpac will take steps to ensure that your personal information is held securely by Westpac.

F. Account Owner Authority This section must be signed by the owners of the accounts listed in section C (as per the criteria below).
The Account Owner(s) (as specified in section one) hereby approve and authorise the Third Party Service Provider (as specified in section A) to have access to such accounts in accordance with the terms of this authority.
Please select one of the following options and sign accordingly:

- Multi Director Companies – Two Directors must sign
- Trusts or Partnerships – Two Trustees or Partners must sign
- NPOs and Schools – Two Appointed/Elected Officials must sign
- Sole Director Companies - One Director must sign and Witness section completed
- Other - Two Account Owners must sign (unless accounts have only one owner)

Note: Account Signatories are not automatically Account Owners for organisations, unless they have one of the roles listed above.

Name _____ Designation _____

Signature _____ Date DD / MM / YYYY

Name _____ Designation _____

Signature _____ Date DD / MM / YYYY

Witnessed by This section must be completed for limited companies where there is only one director.

Name _____ Occupation _____

Work address NUMBER & STREET _____ SUBURB _____

TOWN/CITY _____ POSTCODE _____

Signature _____ Date DD / MM / YYYY

G. AML certificate

If applicable

Are there any individuals in your organisation that are involved in payroll processing that are not account signatories or have not been identified by Westpac for Anti-Money Laundering purposes?

If yes, then the certificate below must be completed.

TO: Westpac New Zealand Limited (Westpac)

- a. I, am a director of the Customer, which has established, or is about to establish, a host to host connections via the Third Party Service Provider to undertake straight through processing of payment files and payment instructions to Westpac in relation to its accounts held with Westpac (Host to Host Connection).
- b. There are a number of individuals in the Customer's organization who are involved in the process for sending payment files and payment instructions to Westpac via the Host to Host Connection (Payment Processing Officers).
- c. In respect of the Host to Host Connection and the Payment Processing Officers, I/we certify as follows:
 - The Customer operates a Payment Application Interface (PAI) software system for authorising payments via the Host to Host Connection.
 - The PAI ensures that each individual component of the process for authorising payments via the Host to Host Connection is segregated and requires action by a different Payment Processing Officer.
 - The Payment Processing Officers do not have any operational authority over the Customer's accounts or the ability to control the movement of funds into or out of the Customer's accounts.
 - Specifically, each of the following components of the payment process in the PAI is conducted by a separate Payment Processing Officer:
 - > initiating a payment;
 - > determining the beneficiary or amount of a payment; and
 - > checking and authorising the final payment file.
 - No Payment Processing Officer has the ability to carry out any of the following actions in the PAI alone:
 - > change a payment file or alter a transaction;
 - > delay a payment file;
 - > intervene in the payment process; or
 - > approve a payment file.
 - All payment instructions sent to Westpac via the Host to Host Connection are sent on my/our instruction and are sent with my/our sole authorisation.
 - The Customer will immediately notify Westpac if there are any changes to any of the facts set out in this certificate.

Signed by (Name) _____

Signature (Director) _____

Date DD / MM / YYYY

H. Returning the form The completed form must be returned to your payroll services provider.

BANK Use Only

I certify that the signatories in section F are recorded as the account owners of the accounts listed in section C and have been verified.

Completed By

Name _____

Staff Number _____

Signature _____

Date DD / MM / YYYY